



King County

SUPERINTENDENT OF ELECTIONS DEPARTMENT OF EXECUTIVE SERVICES RECORDS, ELECTIONS & LICENSING SERVICES DIVISION

Annual Salary Range \$71,783 – \$90,990

Job Announcement No.: 03ES3673

OPEN: 08/20/03 CLOSE: 09/10/03

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Records, Elections and Licensing Services Division, Attn: Dean Logan, Director, 500 4th Ave, Room 553, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact the Director's Office, Records, Elections and Licensing Services Division, at (206) 296-1540 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATIONS: King County Administration Building, 500 – 4th Ave, Rm. 553, downtown Seattle.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

JOB SUMMARY: This position is responsible for over-all executive level management, oversight, and planning for activities relating to the conduct of local, state and federal elections in King County and requires independent judgment, project management skills and professional managerial knowledge to formulate policies and direct the strategic and logistical needs of all election processes and operations. This position is at-will and not subject to the career service. This position reports to the Director of the Records, Elections and Licensing Services Division, is officially appointed by the King County Executive and requires confirmation by the King County Council. King County has approximately 1.1 million registered voters maintained in a legacy mainframe system that will be transitioning to a new operating system and database platform. There are 2635 voting precincts and 562 polling locations in the county. In countywide elections over 450,000 absentee/mail ballots are issued and processed.

PRIMARY JOB DUTIES INCLUDE:

1. Through subordinate work unit supervisors, direct and supervise the work of staff to plan, coordinate and implement all regular and special elections in King County.
2. Ensure compliance with federal, state and local voter registration and election operations laws and policies and procedures; develop and implement policies and procedures.
3. Develop and implement goals and objectives and the annual work plan
4. Review and evaluate workflow, work products, methods and procedures.
5. Monitor current election trends/technology; oversee management of existing computerized systems; direct the planning, development and implementation of new automated systems and processes.
6. Prepare written communications including reports, short and long-range plans, correspondence, policies and procedures, press releases, etc.
7. Prepare statements and respond to inquiries from the news media, elected officials, government officials, candidates and the general public.

8. Assist in the development and justification of the section's annual budget; implement and monitor the section budget; forecast additional funds needed for staffing, equipment, materials, and supplies.
9. Select personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; and terminate employees, if necessary.

QUALIFICATIONS:

The most competitive candidates will have a record of considerable, progressively responsible management experience having provided effective, strategic leadership in a registration and elections operation including financial oversight. They should be skilled in developing and guiding a strong team committed to reliable, trustworthy and accountable election services with emphasis in best business practices. Proven, sophisticated communication skills will be critical to success. Further qualifications include:

- A minimum of seven to ten years of administrative experience with a preference for five years of experience in election strategic planning, execution and evaluation, voter registration, logistics and technology assessment and planning.
- Ability to analyze and interpret state and federal laws and regulations.
- Proven skills in managing personnel, building team cohesion and performance, and effectively managing change.
- Effective written and oral communication skills.
- Knowledge of administrative practices associated with the development and implementation of standards, policies, and procedures.
- Strong interpersonal and customer service skills.
- Experience in developing and effectively implementing process re-design or workflow changes.
- Ability to effectively communicate and achieve results with a wide variety of people including the public, elected officials, suburban city officials, the press, and employees.
- Intermediate to advanced computer skills including Word, Excel and Access.

DESIREABLE QUALIFICATIONS:

A Bachelor's degree in political science, public administration, business administration or a related field and five years experience in election strategic planning, execution and evaluation, voter registration, logistics, technology assessment and planning in a major metropolitan jurisdiction -- or any equivalent combination of education and experience that provides the required knowledge and abilities. A Master of Business Administration, Public Administration or related field or Certification as an Elections and Registration Administrator (CERA) through The Election Center is preferred.

NECESSARY SPECIAL REQUIREMENTS:

1. Valid Washington State Driver's License.
2. Must obtain Washington State Election Administrator certification within two years of employment.

CLASS CODE: 8295 SEQUENCE NUMBER: 0025